

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 6A: For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Adult Care Component)

Topic: Enrollment

Date: July 2009

Enrollment Policy

The definition of enrollment in an adult day care center and the uniform application of enrollment criteria to all adults are critical for agencies participating in the Child and Adult Care Food Program (CACFP). In the state of Wisconsin meal reimbursement is based on the percentage of eligible adults enrolled in the free, reduced price, and non-needy eligibility categories. Therefore, an inconsistent application of enrollment criteria can result in serious financial sanctions and potential termination of an agency's eligibility to participate in the CACFP.

All agencies are required to provide a description of each center's enrollment policy within their CACFP Application (PI-1486-R or PI-1486) each year. In accordance with USDA guidance, a center is required to maintain its definition of enrollment for the entire fiscal year or receive written permission from the DPI to change the enrollment definition if it is not consistent throughout the year.

Proprietary (for-profit) centers: The number of eligible adults enrolled is critical as a condition for eligibility to participate in the CACFP, as well as the basis to claim monthly CACFP reimbursement. When enrollment is less than licensed capacity, the total number of eligible adults enrolled defines the number of eligible adults needed to meet the 25% threshold for Title XIX or Title XX beneficiaries.

Your agency's enrollment policy defines those eligible adults who will be counted as enrolled each calendar month and therefore listed on the required CACFP Household Size-Income Record (HSIR) by their names and respective free, reduced price, or non-needy categories (see *Guidance Memorandum 1A*). The total number of enrolled eligible adults listed on the HSIR will equal the total number of eligible adult participants in the free, reduced price, and non-needy categories reported on each month's reimbursement claim in the "enrollment data" section.

An agency may establish its own enrollment policy for CACFP purposes, as long as it is reasonable, measurable, and can be uniformly applied when completing the CACFP HSIR each month. However, at minimum, its enrollment policy must include the following:

- A. In accordance with Federal law and U.S. Department of Agriculture policy, the enrollment criteria established by your agency must not discriminate on the basis of race, color, national origin, sex, age, or disability.
- B. The total enrollment must only include individuals who meet the participant eligibility criteria of the adult component of the CACFP which is defined as follows in 7 Code of Federal Regulations (CFR), part 226.2:

(a) Persons who are functionally impaired or 60 years of age or older

Functionally impaired adult means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

AND

- (b) Reside in their own homes** (whether alone or with spouses, children or guardians)

OR

Reside in group living arrangements

Group living arrangement means residential communities which may or may not be subsidized by federal, State or local funds but which are private residences housing an individual or a group of individuals who are primarily responsible for their own care and who maintain a presence in the community but who may receive on-site monitoring.

Adults who Reside in nursing homes, Community Based Living Facilities (CBRFs), and licensed or certified Adult Family Homes (AFHs) (which include foster homes):

Residents of CBRFs and nursing homes are not eligible for CACFP participation because of USDA's regulatory definition of "institutionalized adults", who are not eligible for CACFP benefits because they are no longer primarily responsible for their own care.

Individuals residing in licensed and certified Adult Family Homes (AFHs) are also not eligible to participate in the CACFP as they are no longer primarily responsible for their own care. Per the definition of licensed and certified AFHs in the Wisconsin Administrative Codes 82 and 88 and Wisconsin State Statute 50, residents of AFHs have relinquished the responsibility for their own care to the service provider and/or the designated service coordinator who is responsible for the resident's care through Individualized Service Plans (ISP), the provision of meals, and the provision of care on a 24 hour basis; thus, they are no longer considered to be living on their own or in a group living arrangement as defined per 7 CFR 226.2.

Adults who reside in nursing homes, CBRFs, and licensed and certified AFHs are not eligible for CACFP benefits and therefore must not be included within your agency's CACFP monthly enrollment as well as meals claimed for reimbursement.

- C. Your agency's enrollment policy must include only adults who have been enrolled into the adult day care center by the procedures as outlined in the Adult Day Care Certification Standards per the Department of Health Services.
- D. The total enrollment must include all enrolled and eligible adults regardless whether they received a meal in that month.
- E. Your agency's enrollment policy must be applied to each enrolled and eligible adult regardless of his/her free, reduced price, or non-needy category.
- F. At minimum, the total enrollment for a given calendar month must include all eligible adults if they have attended at least one time within that respective month.

Your agency may customize its enrollment policy by expanding its definition to include additional eligible adults who are counted as enrolled on the HSIR each month. This flexibility is allowed so long as the enrollment criteria are reasonable, measurable, and your agency maintains documentation to assure and verify that your enrollment policy is uniformly applied to each eligible adult.

Two examples of an expanded enrollment policy which include reasonable and measurable enrollment criteria that can be uniformly applied when completing the CACFP HSIR are:

- 1) An eligible adult is considered enrolled if he or she has a current enrollment file with an individual service plan and has attended at least once in the past 3 months. After an attendance lapse of 3 months, the eligible adult is no longer included as free, reduced price, or non-needy on the HSIR.
- 2) An eligible adult is considered enrolled for a given month if he or she has a current enrollment file with an individual service plan and the center maintains a vacant opening in anticipation of the eligible adult's future attendance at the center.

While the two examples above are acceptable, it has been DPI's experience that the most successful enrollment policies only link enrollment to attendance on a monthly basis. An attendance based enrollment policy is easy to apply when completing the HSIR to determine the enrollment numbers to enter on monthly CACFP reimbursement claims. The agency would have all enrolled eligible adults listed on the HSIR and simply assure that each eligible adult was in attendance at least once during the month to count him/her in the enrollment mix of free, reduced price, and non-needy categories reported on the reimbursement claim. This method also most accurately defines the enrollment mix of adults being served in a given month. If your agency's enrollment policy includes eligible adults beyond the parameter of one month's attendance, a tracking system must be in place to properly account for these adults.

Additional information for sponsoring organizations: The HSIR must be used to track the agency's enrolled eligible adults each month in order to report the correct number of eligible adults by eligibility category (free, reduced price, or non-needy) on the monthly reimbursement claim. Sponsoring organizations of affiliated and unaffiliated centers must maintain a separate HSIR for each center. If an adult attends more than one center within the given month, he/she must be counted on each of the attended centers' HSIRs, in accordance with your agency's stated enrollment policy. This is critical because claims may be rejected where attendance exceeds enrollment.